

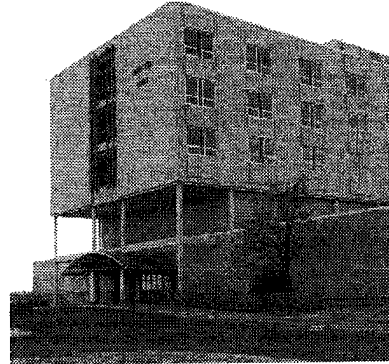
Permanent Party Soldier Inprocessing Guidance

Upon arrival, permanently assigned Soldiers report to the Personnel Processing Section, in the Soldier and Family Support Center (Hartell Hall), Building 4700, Mow-Way Road (East entrance under the awning, 1st floor, turn right and follow signs). POC's: Supervisor – (580) 442-6679; Lead Clerk – (580) 442-4579



**WELCOME TO THE
DIRECTORATE OF HUMAN RESOURCES
MILITARY PERSONNEL DIVISION**

**Mailing Address:
2806 NW Mow-Way Road, Suite 160
Fort Sill, OK 73503-9016**



Normal Hours of Operation: 0730 to 1630 Monday thru Friday, closed Saturday, Sunday, Federal and Installation Training Holidays). Soldiers arriving after 1530 hours sign in at the Installation Operations Center (IOC), Bldg 455 (McNair Hall) at the corner of McNair and Randolph Roads, the SE basement entrance (backside of building). Phone: 442-3241.

Upon arrival at Bldg 4700, Soldiers turn in the following:

- Military Personnel Folder (MPF)
- Finance Packet
- DA Form 31
- Deployment PERSTEMPO Record
- Promotion Packet, if applicable
- Medical Records
- Dental Records

Permissive TDY (House Hunting) - MUST be approved by the losing command prior to arrival at Fort Sill or wait until completion of inprocessing. For those with pre-approved permissive TDY, report to the Housing Office in Bldg 4700, 3rd floor to have your orders stamped with the date of your arrival to begin your 10 days house hunting. Soldiers without pre-approved permissive TDY from their losing command must complete inprocessing to their gaining unit at Fort Sill and then request permissive TDY thru their new Commander.

Installation in-processing is conducted Monday-Wednesday-Friday for ALL Permanent Party Soldiers, normally completed in two days. SFC thru CSM; CW2 thru CW5; 1LT and above complete in-processing the same day and pick up their orders the next duty day at 1330. The majority of processing is conducted in Bldg 4700 to include personnel ID cards; Finance; Housing; Vehicle Registration; and ACS. New arrivals are briefed by several agencies on programs, assistance, and services available on the installation.

Briefings/Training include:

- Housing/Government Quarters; Put Prevention into Practice; Ft Sill Credit Union; Fort Sill National Bank; Safety; MEDDAC (Hospital/TRICARE/HIV test); DENTAC; and Finance Travel and Inprocessing.
- Army Community Services (ACS) Orientation is Tuesday from 0800-1500 at the Truman Education Center, Bldg 3281. This orientation **is mandatory** for all 2LT, WO1, and SSG and below.
- Mandatory Financial Management Training for **1st term Soldiers** is on Thursdays from 0800-1500 at Bldg 4700.

For driving directions and a map go to the Fort Sill Website at: <http://sill-www.army.mil>

Welcome to Fort Sill Oklahoma, Home of The Field Artillery

Directorate Human Resources

Military Personnel Division

Phone:
Com: 580-442-XXXX
DSN: 639-XXXX
When using a phone on Fort Sill dial
"2-XXXX".

Upon arrival, permanently assigned Soldiers report to the Soldier & Family Support Center, Bldg 4700, Mow-Way Road (East entrance under the awning) Monday-Friday from 0730-1530, PH: 6782/2075. After duty hours shown above. Soldiers sign in at the IOC, Bldg 455 (McNair Hall) at the SE basement entrance (back of building). PH: 3241.

FOR INFO ONLY - Contact gaining school/unit for additional information.

During duty hours, enlisted Soldiers arriving for Basic Training report to 95th AG Bn (Reception), Bldg 2880, PH: 3121. Advanced Individual Training (AIT) students report to Bldg 6007 or 6018, 1st Bn 78th FA PH: 5799/2475; BNCOC and ANCOC students report to Bldg 3662, PH: 6328/6382. BOLC II, Captains Career Course (CCC) and WOBC/WOAC students report to Bldg 730, Snow Hall, PH: 2301. BLOC II Students report to Bldg 2437 (A&B Co, PH: 5315/3699), 2470 (D Co, PH: 8338/8328) or 2471 (C Co, PH: 8963/8961). DCC Officers report to Bldg 2436 or 2429, PH: 5315/3455. USAR/ARNG Soldiers for annual training contact DPTMS, PH: 3605/2469. MOB individual Augmentees contact the IOC, PH: 3230/3240/3241. ALL others arriving after duty hours report to Housing Division (Altman Hall), Bldg 5676, PH: 5000.

